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INSTRUCTIONS

I. ITEMS

- DUTY LOCATION: Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.
- 2) POSITION NUMBER: To be completed by Human Resources Office or Shared Service Center.
- 3) CLASSIFICATION ACTION: To be completed by Human Resources Office or Shared Service Center.
- SUPERVISOR'S RECOMMENDATION: Show the title service (GS, WG, etc) series and grade recommended by the supervisor.
- ORGANIZATIONAL TITLE: indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.
- NAME: Name of Employee. If vacant, indicate "vacancy."
- ORGANIZATION: Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.
- SUPERVISORY/MANAGERIAL DESIGNATION: To be completed by immediate supervisor.
- 9) SUPERVISORY CERTIFICATION: To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator-or-Laboratory Director, Signing the position-description is an important responsibility; any intentional false or misleading statement in this description or wiliful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
- 10) OFFICIAL CLASSIFICATION CERTIFICATION: To be completed by Human Resources Office or Shared Service Center.
- REMARKS: To be completed by Human Resources Office or Shared Service Center.

II. ADDITIONAL INSTRUCTIONS

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your Human Resources Office or Shared Service Center.

III. DISTRIBUTION

Original to official position description file in the Human Resources Office.

Copy to Official Personnel Folder (OPF)

Copy to Employee

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PARTNERSHIPS, LAND REVITALIZATION & CLEANUP BRANCH BROWNFIELDS & SITE ASSESSMENT SECTION BROWNFIELDS PROJECT MANAGER GS-028-13, ENVIRONMENTAL PROTECTION SPECIALIST

INTRODUCTION:

This position is located in the Partnerships, Land Revitalization & Cleanup Branch; Brownfields & Site Assessment Section. The incumbent is responsible for promoting site cleanup in concert with property redevelopment and community revitalization. The Section Chief, Brownfields & Site Assessment Section, will be the incumbent's immediate supervisor.

The Brownfields Project Manager is part of the Brownfields team and will participate in determining the overall direction and workload priorities for the Brownfields Program. The Section Chief, Brownfields & Site Assessment Section, will provide leadership and management support to the Brownfields Team and assign projects, set priorities, and conduct performance reviews for the incumbent.

MAJOR DUTIES:

- As a Brownfields Project Manager, the incumbent serves as an advisor,
 -consultant, and coordinator for Brownfields assessment, cleanup, redevelopment
 and reuse activities. Implements new and innovative approaches to encourage
 -the restoration, reuse, and redevelopment of contaminated property. Links
 -federal, state, local and non-governmental activities supporting community efforts
 -to restore and reuse Brownfields
- 2. Conduct outreach and training on the Brownfields program and communicates EPA's Brownfields policies to external stakeholders. Participate in various forums that bring diverse stakeholders together to forge broad consensus and sharing of perspectives related to Brownfields. Represent the region as a speaker at prominent conferences.
- Participate in establishment, management and implementation of annual grant review process. Perform program and legal review for grant applicant eligibility. Responsible for making eligibility determinations based on CERCLA 107 liability among other criteria. Review grant applications in accordance with EPA's brownfields grant guidances.
- 4. Independently manage Brownfield cooperative agreements from one or more of the Brownfield programs including; revolving loan fund, assessment, cleanup, job training, and State and Tribal Response. This requires providing technical assistance; identifying appropriate tools and resources; overseeing adherence to

federal cooperative agreement requirements, providing post-award monitoring and site visits as appropriate; and entering grant-related information into EPA databases.

- Apply knowledge of CERCLA, and federal and state Brownfield programs and policies to analyze and formulate solutions to contaminated site responses.
 Advise various stakeholders in the applicability and use of Brownfield tools and grant programs to specific situations.
- 6. Publicize Brownfields success stories via media events, brochures, web sites, and presentations. Participats in organizing and giving presentations at regional and national Brownfields conferences. Provide information to state and municipalities for their publications and outreach forums. Update the Region 9 brownfields webpage as needed. Respond to all public inquiries in a timely manner with accurate information.
- Represent Region 9 in national program workgroups and national policy development, including the national grant review process. Interface with EPA headquarters managers and staff to ensure regional perspectives are understood. Think strategically and creatively to help design brownfields related policy.
- 8. Give sound technical assistance and information to local government, non-profits, the public, and EPA staff/management regarding brownfields law, policies and initiatives. Participate in meetings with state and local agencies to provide technical and policy guidance on use of brownfields resources. Coordinate efforts to promote community health and revitalization with other offices and programs of EPA, and other federal agencies, as appropriate.
- 9. Other duties as assigned.

Knowledge Required by the Position FL 1-8 1550 points

- Mastery of the principles, theories, and practices of a specific field to serve as an
 authority in extending existing approaches and applying new developments to
 investigate critical problems in the specialty area or in making decisions and
 recommendations with significant change, interpret, or develop important public
 programs. Using good judgment to solve novel or obscure problems and the skill
 sufficient to extend and modify existing techniques; develop new approaches,
 and solving a variety of program problems.
- In-depth knowledge of CERCLA, and federal and state Brownfield programs, guidelines and policies to represent Region 10 and lead HQ Brownfields workgroups regarding policy and new initiatives.

- Detailed knowledge about EPA policies, regulations and guidelines and systems related to grants and cooperative agreement management.
- Strong professional knowledge of Superfund statues, legal mechanisms under CERCLA as amended, EPA policies, guidelines and regulations.
- Expert knowledge of Federal, State, and local laws and regulations, documentation and reporting requirements, and lawmaking or rulemaking processes sufficient to make decisions or recommendations significantly changing, interpreting, or expanding important agency/national policies and programs.
- Skill and ability in negotiating effectively with local governments, state regulators, and business interests.
- Ability to apply knowledge of CERCLA in reviewing and analyzing grant applications and assisting cooperative agreement recipients.
- Ability to properly manage grants and cooperative agreements. This includes the application of CERCLA requirements as they pertain to the assessment and cleanup of Brownfields.
- Ability to analyze and manage complex and/or controversial situations, and develop issue and option papers.
- Ability to work with a diverse group of individuals as well in a team structure and to resolve conflicts and issues.
- Ability to use tack and diplomacy when necessary.
- Ability and skill to communicate effectively, both written and orally, within EPA and to external parties with different views. Must be skilled and comfortable with public speaking.
- Ability to work independently on projects and seek guidance on issues when necessary. Demonstrates cooperation, commitment, and follow-through on all projects.

Supervisory Controls FL 2-4 450 points.

The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. The employee, having developed exportise in the specialty area, is responsible for planning and carrying out the assignment; resolving most of the conflicts which arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the

supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Guidelines FL 3-4 450 points

Guidelines are often inadequate in dealing with the more complex or unusual problems. Employee is required to use resourcefulness and perception, based on thoroughly experienced judgment, to deviate from or extend traditional practices, methods, and techniques; to adapt general guides; or to resolve situations where precedents are not available.

Complexity FL 4-5 325 points Assignments are of such breadth, diversity, and intensity that they involve many, varied complex features. The work requires that employee be especially versatile and innovative in adapting, modifying, or making compromises with standard guides and methods to originate new techniques or criteria. Individual assignments typically contain a combination complex features which involve distilling national goals, objectives, and priorities into regional application; or involve developing material to supplement and interpret Headquarters guidelines

Scope and Effect FL 5-5 325 points,

The purpose of the work is to resolve critical problems or to develop new approaches or methods for use by other employees. Often serving as consultant or project coordinator, the employee provides expert technical and administrative guidance and the leadership necessary to resolve matters which are very complex, controversial, or which set general precedent; involve delicate coordination or negotiation of major consequence; or which entail prominent and fundamental matters with potential for far-reaching scope or impact. Results of the efforts affect the work of other experts both within and outside the agency or the development of major aspects of agency programs.

Personal Contacts FL 6-3 60 points

Personal contacts include a variety of officials, managers, professionals or executives throughout the agency, of other agencies and outside organizations. Typical of these contacts are representatives from other Federal agencies, tribal, state and local governments, contractors, private industry, and public groups who are likely to embrace points of view and positions that differ from those of the Agency in fundamental ways. The objectives are likely to differ from program requirements and there may be elements of adversarial relationships or other obstacles overcome. This requires greater initiative and persistence in maintaining good working relationships.

Purpose of Contacts FL 7-3 120 points

Contact are for the purposes of collecting and exchanging information, providing consultation on problems, defending proposed approaches, negotiate, influence or

persuade others to adopt technical points and methods about which there are conflicts, to negotiate with agencies and contractors where there are conflicting interests and opinions among organizations or among individuals who are also experts in the field, or to justify the feasibility and desirability of work proposals to top agency officials.

Physical Demands FL 8-1 5 points
The work is primarily sedentary, although some walking, bending, lifting may be required during field work.

Work Environment FL 9-1 5-points

Work is generally performed in an office setting although some field visits may be necessary.

TOTAL POINTS - 3290

THE FOLLOWING ARE REQUIRED FOR THIS POSITION:

Basic Project Officer Training Ethics Training Confidential Finance Disclosure Form

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time on employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist such duties must also be described in the body (maker duties area) of the PD.

Employee Information					Percentage of Time Spent on Extramural Resources Management				
Name NOVA BLAZEJ				This position has no extramural resources					
						manageme	nt respo	onsibilities.	
Positio	n Numb	er	PD#			Total extra	mural re	sources management duties	
18		_		. 33		occupy less	than 2	5% of time.	
Title	Enviro	nme	ntal Protection Specialist		XX	Total auton	numl m	sources management duties	
	 		E)	_	1			6 of time. These duties are	
				_	+			d described in the position	
- 36				_	+	description.		d described in the position	
					_	T GGSGI PUOTE	_		
Series	/Grade	GS	-0028-13			Total avtra	nural ra	sources management duties	
Organi	zation	EP/	, R9, SFD, Partnerships, Land	_	1				
		_	Malization & Cleanup Branch,			occupy more than 50% of time. These duties an indicated below and described in the position			
8-0-8			wrifields &Site Assessment Section	n		description.		d described in the position	
		_	81120 / 5106		-	- dosumpuolit.			
			is used ea, an amendment to a						
	risor's S		te Signature			Date	4/0	1/13	
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P	art 2. Grants/Cooperative Agreements Duties	L X	Advises Grants Management Office of potential
			problems/issues
P	re-application/Application:	X	Participates in decisions/actions to ensure
	Prepares solicitation for proposals	5310	successful project completion and in decisions to
	Identifies potential grantees for area of program		Impose sanctions
	emphasis	T X	Approves payments requests or ACH drawdowns
-	Makes initial determinations (whether project is	T X	Reviews requests for modifications, additional
	procurement or essistance, whether agency has	_	funding, etc., and makes recommendations to
	legal authority, whether applicant is eligible,		Grants Management Office
	whether funding is available, etc.)	Y	Negotiates amendments ·
Y	Provides administrative information to applicants	1	Reviews Cost/Price/Analysis for recipient
	Determines appropriateness of applicant's	+^-	contracts/change orders (Superfund only)
^		+ -	When acceptance orders (Superiorio only)
_	workplan/activities/budget and compliance with	+^	When necessary, recommends termination of the
_	regulations and guidelines and negotiates changes	-	agreement
	with applicant	X	Resolves with Grants Management Office
X	Assists applicant in resolving issues in application	L.	administrative and financial issues
X	For cooperative agreement, determines substantial	X	Conducts periodic reviews to ensure compliance
_	Federal involvement and develops a condition for		with agreement
	egreement		Other (list):): Manages staff with
X	Negotiates level of funding	1 5 7	grants project officer responsibilities.
X_	Conducts alte visits to evaluate program capability	Close	
150	Serves as resource to Selection Panel	X	Certifies deliverables were satisfactory and timely
X	Informs applicants of funding decisions	l X	Provides assistance to recipients and Grants
	Other (list):): Manages staff with		Management Office to ensure timely close-out
	grants project officer responsibilities.		Reconciles payment with work performed
war		X	Notifies recipient of close-out requirements
X	Prepares funding package, including Decision	X	Obtains legal assistance if necessary to resolve
	Memorandum ·		Incomplete close-out
X	Obtains concurrences/approvals	X	If project is audited, responds to issues and ensures
X	Reviews/concurs in completed document		recipient compiles with audit recommendations
X	Establishes project file ·		Other (list):): Manages staff with
==	Other (list):): Manages staff with		grants project officer responsibilities.
Fee	grants project officer responsibilities.		
ro e	ct Management/Administration:	7	F-1
X	Monitors recipient's activities and progress		
Χ.	Reviews reports and deliverables and notifies		35-50 %
	recipient of comments		
X	Provides technical assistance to recipients		
900			
uL.	. Interagency Agreements Duties		
31.002			
10- <i>P</i>	greement:	-	Monitors cost management and overall technical
_	Plans and negotiates work effort	1	performance
_	Estimates costs	-	Participates in decisions about project
	Obtains funding commitments	-	modification/termination
_	Prepares commitment notice		Conducts periodic review of Superfund State
	Writes or reviews scope of work	NA	Contracts payments receipts (Superfund only)
	Responds to pre-agreement inquiries	-	inspects and accepts deliverables
_	Participates in pre-agreement conferences	-	Other (list):): Menages staff with IA
100	Coordinates with appropriate staff in developing	-	responsibilities.
_	Independent Government Cost Estimates (IGEs)	Close	
NA	Negotiates and ensures execution of Superfund		Reviews final report
211	State Contracts (Superfund only)		Decides on disbursement of equipment
	Performs technical evaluation of work plan and	1	Reconciles payments with work performed
	budget	NA.	Reviews Superfund State Contracts to ensure full
	Prepares funding package and obtains necessary	1	reimbursement (Superfund only)
	concurrences	1	Certifies deliverables
	Other (list):): Manages staff with IA		Resolves close-out issues with Grants Management
	responsibilities.		Office/other agency
-37			Other (list):): Manages staff with some IA
role	ct Management/Administration:		responsibliities.
		10	intage of Time Spent on Interagency Agreements
-	Reviews progress reports/financial reports		gement: